

TOWNSHIP OF CHELTENHAM  
MONTGOMERY COUNTY, PA

**APPLICATION TO ZONING HEARING BOARD  
FOR ZONING RELIEF**

(PLEASE TYPE OR PRINT USING BLACK INK)

APPEAL NO. \_\_\_\_\_ INITIAL SUBMISSION DATE \_\_\_\_\_

Complete  Incomplete; See Page 4

BLOCK NO. \_\_\_\_\_ UNIT NO. \_\_\_\_\_

**CHECK HERE \_\_\_\_\_ IF APPLICANT(S) REQUEST(S) A REASONABLE ACCOMMODATION PURSUANT TO THE CODE OF THE TOWNSHIP OF CHELTENHAM, SECTIONS 295-2, 206, 207 AND 209.1 AND THE FAIR HOUSING AMENDMENTS ACT.**

1. (a) Applicant's Name \_\_\_\_\_  
Applicant's Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_  
Email Address \_\_\_\_\_
- (b) Attorney's Name \_\_\_\_\_  
Attorney's Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_  
Email Address \_\_\_\_\_
2. Status of Applicant: Owner \_\_\_\_\_ Equitable Owner \_\_\_\_\_ Tenant \_\_\_\_\_
3. Location of Property \_\_\_\_\_
4. Present Use of Premises: \_\_\_\_\_

5. Proposed Use of Premises: \_\_\_\_\_

6. Zoning Classification of Premises: \_\_\_\_\_

(For responses to Items 7 thru 14 use attachments if additional space is required.)

7. Describe proposed project and/or use in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Applicant seeks Zoning Relief and/or action by the ZHB for the following:  
(Please check off all Appeal classifications that apply to this Application)

- Variance
- Special Exception
- Reasonable Accommodation
- Notice of Violation
- From the Determination of the Zoning Officer finding that

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

9. If Appeal is for a Variance, list Zoning Code Section from which Zoning Relief required and nature of hardship relied upon:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. If Appeal is for a Special Exception, list Zoning Code Section from which Zoning Relief is required:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. If Appeal is for a Reasonable Accommodation, set forth in detail the Township Codes and practices from which accommodation is sought:

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12. If Appeal is of a Notice of Violation, state basis of Appeal in detail:

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13. If Appeal is "From the Determination of the Zoning finding that...", state basis of Appeal in detail:

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14. If Appeal is of the "Other" category, state basis of Appeal in detail:

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15. **NON-REFUNDABLE APPLICATION FILING FEES:**

- |   |        |
|---|--------|
| a. Accessory structures on single family residential properties<br>(decks, fences, garages, gazebos, pools, sheds, etc.)                | \$400  |
| b. Single family residential buildings/properties<br>(including additions thereto)  | \$500  |
| c. Two-family residential, townhouses and/or residential multi-family<br>(including additions thereto and accessory structures thereon) | \$1000 |
| d. Non-residential buildings/properties   | \$1000 |

(Continued next page)

**Make Checks Payable to Cheltenham Township**

15. **NON-REFUNDABLE APPLICATION FILING FEES:** (Continued)

- e. Zoning Hearing Board Continuances requested by Applicant \$ 300

**Make Checks Payable to Cheltenham Township**

16. **SUBMITTAL REQUIREMENTS:**

- a. One (1) completed, signed application
- b. Application Filing Fee
- c. Ten (10) sets of Site Plans and other relevant documents: Color Pictures, Architectural Plans, Architectural Color Renderings, Traffic Impact Study, Stormwater Management Analysis, etc. (as required).

AN APPLICATION TO THE ZONING HEARING BOARD WILL NOT BE ACCEPTED WITHOUT ALL OF THE ABOVE SUBMITTAL ITEMS.

DATE OF INITIAL SUBMISSION: \_\_\_\_\_

SUBMISSION COMPLETE:  Yes  No

ITEMS MISSING: \_\_\_\_\_

\_\_\_\_\_

DATE OF COMPLETE SUBMISSION: \_\_\_\_\_

17. **SITE PLAN REQUIREMENTS:**

Site Plans must be legible and to scale; shall be submitted on 24" x 36", 18" x 30", 11" x 17" or 8½" x 11" sheets (minimum scale 1" = 20'); and shall contain the following data/information:

- a. Property boundary lines
- b. Zoning setback lines
- c. Location/Names of adjacent streets, highways, Township boundary, watercourses, etc.
- d. Street/Highway right-of-way widths and cartway widths
- e. Adjoining property boundary lines and names of adjoining property owners.
- f. Location of all existing structures, driveways, paved areas, curbing, patios, sidewalks. etc.
- g. Location of all proposed structures, driveways, paved areas, curbing, patios, sidewalks, etc.
- h. Right angle distance from property boundary lines to existing and proposed structures
- i. All pertinent building dimensions
- j. Tabulation of following data:

- i. Property Owner (street address, phone numbers)
  - ii. Block and Unit number
  - iii. Area of property
  - iv. Area of existing structures
  - v. Area of proposed structures
  - vi. Percent building coverage, existing and proposed
  - vii. Area of existing impervious surfaces
  - viii. Area of proposed impervious surfaces
  - ix. Percent of impervious surfaces, existing and proposed
  - x. Zoning Classification
  - xi. Zoning requirements: required, existing and proposed
- k. If Steep Slopes (15% or greater) disturbance is involved, the following additional data is required:
- i. Existing contours around development footprint
  - ii. Proposed contours around development footprint
  - iii. Shading/hatching indicating slopes 15% to 25% and 25% and above
  - iv. Finish floor elevations of first floor and basement of existing and proposed structures within development footprint
  - v. Elevations at keypoints
  - vi. Location and elevation of project elevation bench mark (must be on Cheltenham Township Sanitary Sewer Elevation Datum or have datum equation relating project elevation datum to Cheltenham Township Sanitary Datum)

**Existing developed lots of 10,000 sq. ft. or less that have buildings, structures, etc., thereon are exempt from the requirements of Item 17.k.**

All site plans, except those for owner occupied one and two dwellings, must be prepared and sealed by a Professional Land Surveyor registered in Pennsylvania.

18. **MEETINGS' SCHEDULE:**

Application submission deadline is the first Monday of the month preceding the month that the Application will be heard by the Zoning Hearing Board:

\_\_\_\_\_ 4:30 PM at Building and Office, Township Office, Township Administration Building.

Date of Planning Commission Meeting when this application will be considered \_\_\_\_\_. Attendance optional; meeting held at Township Administration Building Conference Room at 7:30 PM.

Date of Building and Zoning Committee Meeting when this application will be considered \_\_\_\_\_. Attendance optional; meeting held at Township Administration Building Conference Room at \_\_\_\_\_ PM.

Date of Zoning Hearing Board Meeting when this application will be considered \_\_\_\_\_ . Applicant must attend; meeting held at Curtis Hall on Curtis Arboretum grounds at 7:30 PM.

19. **Acknowledgment of ZHB Application Submission:**

On behalf of \_\_\_\_\_ I/we  
hereby submit the foregoing application to the Zoning Hearing Board  
for Zoning Relief.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

20. **NOTES**

- a. **PLEASE BRING A COMPLETE COPY OF THE DEED, AGREEMENT OF SALE OR LEASE TO THE ZONING HEARING BOARD ("ZHB") MEETING. IF APPLICANT IS NOT THE PROPERTY OWNER, THE APPLICANT MUST PRESENT DOCUMENTATION THAT THE PROPERTY OWNER IS A CO-APPLICANT OF THE ZHB APPEAL AND THAT THE PROPERTY OWNER AGREES TO BE BOUND BY THE TERMS OF THE ZHB DECISION. FAILURE TO PRESENT THESE DOCUMENTS AT THE START OF THE HEARING MAY BE CAUSE FOR THE ZHB TO REJECT YOUR APPEAL OR TO CONTINUE THE HEARING ON YOUR APPEAL TO THE NEXT ZHB MEETING.**

**(Owner and Equitable Owner, or Owner and Prospective Tenant must be parties to the Appeal)**

- b. CCS 295-210. An Application to the Board for a Special Exception and/or Variance, if refused, shall not be renewed within the period of one (1) year, unless there has been a change in conditions and unless the renewed application distinctly sets forth changed conditions.
- c. CCS 295-211. Unless the Board in its Orders and Decisions stipulates otherwise, all decisions or appeals and variances and exceptions under this Ordinance shall be effective for a period of two years, and unless the Order or Decision has been complied with within said period of time, it shall cease and be of no effect.
- d. There is a 30-day period after the date of a decision for an aggrieved person to file an appeal in Court to contest an approval by the Zoning Hearing Board. Applicants that take action on a Zoning Hearing Board approval during the 30-day appeal period do so at their own risk.